



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

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Dear School Administrators,

We are arranging a School-Wide Information System (SWIS) facilitator training as part of the 2010 MBI Summer Institute. As many of you know, SWIS is a web-based software system for collecting and summarizing office discipline referrals in schools. The purpose of SWIS is to provide schools with accurate, efficient, practical information for decision-making about school-wide discipline. For questions regarding SWIS, please contact Chris Hughes, hughesc@bvec-mt.org, or John Downs, downsj194@msn.com.

The SWIS was developed to be an efficient, reliable and confidential strategy for managing office discipline referral information. The SWIS can be used (a) for internal decision-making as schools improve their discipline practices, (b) for support plan design with individual students and their families, (c) for reporting to district, state, and federal agencies about school outcomes, and (d) as a method of collecting aggregated data across schools.

The data entered into SWIS are protected to ensure that only approved individuals from the school may access the database. Schools using SWIS sign a license agreement with the University of Oregon that includes an annual fee of \$250 per school per academic year. A discount is available for districts paying for 30 or more schools at one time. For more information about SWIS, you can check out their Web site - www.swis.org. We have attached a readiness checklist for you to determine what your school will need to have in place for implementation.

When deciding if you would like to send someone for facilitator training, there are some requirements. It is anticipated that a facilitator would work with more than one school.

Facilitators have been most effective if they come to training with the following:

1. A clear role and dedicated time (e.g. FTE) to work with multiple schools to build capacity in the use of information to improve the local social climate. On average, a SWIS Facilitator dedicates 40 hours per school over an academic year during the first year a school adopts SWIS. Time to support a school after the first year, typically

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drops dramatically. The SWIS Facilitators work with as few as 5 schools, and as many as 30.

2. Experience in presenting workshops/training to teachers and/or administrators.
3. Computer skills that include use of a traditional word processing program (e.g., Word-Perfect, ClarisWorks), and use of a spread sheet (e.g., Excel, Quatro-Pro).
4. Experience working on the development of individual student and/or school-wide behavior support systems.
5. The ability and interest in helping other people (especially school-based teams) become more successful.

We would like to offer this intensive training as part of the 2010 Summer Institute. If you send someone to take advantage of this opportunity, they must commit and attend all 3 days of the training. The training will be held on Tuesday, Wednesday, and Thursday, June 22, 23, and 24. There would be no additional charge for this training, as it will be part of the conference early bird registration fee of \$265.00.

In order to bring the training to Montana, we will need a commitment from schools by April 2, 2010. If you are interested in sending a facilitator for training, please send an e-mail to Susan Bailey-Anderson at sbanderson@mt.gov at the Office of Public Instruction.



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Commitment to School-Wide Information System (SWIS)

We _____ School, make a commitment to incorporate the following essential components for SWIS and commit to the following:

- *Identify a school staff person to be a SWIS facilitator**
- *Pay the registration of \$265.00 for the training at the 2010 MBI Summer Institute.**
- *Participate (facilitator) in the SWIS training at the 2010 MBI Institute, June 22-24, 2010 – web site <https://toto.msu.montana.edu/cs/mbi> (available March 1, 2010).**
- *Define a clear role and dedicate time for the facilitator to work with multiple schools.**
- *Sign a license agreement with the University of Oregon (annual fee of \$250.00 per school per academic year.)**

Site Administrator/Principal
(*required*)

Date

District Level Administrator
(*required*)

Date

MBI Facilitator
(*required*)

Date

Please return this form by April 2, 2010



SCHOOL/SWIS FACILITATOR CONTACT INFORMATION

Name: _____

Home Address: _____

School Address: _____

Telephone:

(H) _____ (W) _____ Fax: _____

E-Mail: _____

Please return to:

Susan Bailey-Anderson, MBI Coordinator
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
Fax: (406) 444-3924
sbanderson@mt.gov

Please return this form by April 2, 2010



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